

SPAWARINST 5305.3B
SPAWAR 07-4
2 June 1998

SPAWAR INSTRUCTION 5305.3B

From: Commander, Space and Naval Warfare Systems Command

Subj: CRITERIA FOR AWARDING OF COMMAND PLAQUE

Ref: (a) DoD Directive 1348.19
(b) SECNAVINST 3590.4 series
(c) SNI 7042.7H

Encl: (1) Sample Request Memorandum

1. Purpose. To set forth policy and revised procedures and guidance for the awarding of Space and Naval Warfare Systems Command (SPAWARSYSCOM) plaques purchased with appropriated funds.
2. Cancellation. SPAWARINST 5305.3A of 16 December 1993 is cancelled.
3. Background. Title 10, section 1125 of the U. S. Code authorized the Secretary of Defense to use appropriated funds to purchase medals, badges and similar devices for award to members, units or agencies of an armed force under his/her jurisdiction for excellence in accomplishments or competitions related to that armed force. Reference (b) authorized the Secretaries of the military departments to redelegate this authority to senior service commanders.
4. Policy. Appropriated funds may be used to purchase SPAWARSYSCOM plaques, provided the criteria set forth herein are met. More specifically, SPAWARSYSCOM plaques purchased with appropriated funds may be awarded to individuals or organizations for superior professional performance, sustained or short term, or other clearly significant contributions which have benefited the command and its mission. An individual's transfer, retirement, personal or scholastic achievement in and of itself is not sufficient to warrant the presentation of a command plaque purchased with appropriated funds. Superior professional performance or other clearly significant contribution to SPAWARSYSCOM and its mission is the single criterion for an individual award of a command-purchased plaque. Command plaques awarded to non-SPAWARSYSCOM DOD employees will be approved on a case-by-case basis by Commander, SPAWARSYSCOM. Command plaques given to non-DOD employees or organizations as part of a community relations program for furthering cooperation between organizations or fostering good will shall not be purchased with command managed appropriated funds.

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SPAWARSYSCOM plaques awarded to dignitaries or officials of foreign countries are funded by Official Representation Funds (ORF) pursuant to reference (c). Requests for plaques purchased with ORFs are handled by SPAWAR 00A. SPAWARSYSCOM plaques awarded for recognition outside the provisions of this instruction may be purchased from the command's retail supply representative with personal funds.

5. Procedures

a. Nominations for the awarding of a command plaque should be made a minimum of 15 days prior to the presentation. Enclosure (1) will be used in the submission of a nomination by the service member or the employee's supervisor or other nominating official and will be forwarded, via the chain of command, to SPAWAR 07-4, who will forward the nomination to the approval authority.

b. Awards Boards consisting of SPAWAR 00E, will take action on all nominations for the award of a plaque purchased with appropriate funds, except for nominations for non-SPAWARSYSCOM employees or service members, which will be approved by SPAWAR 00.

c. Once approved, the nomination will be returned to SPAWAR 07-4 for coordination.

d. SPAWAR 07-4 will maintain the stock of command plaques and use Command Administration, Operations and Maintenance, and Navy funds as needed.

/s/

O. V. COMBS
Rear Admiral, U.S. Navy
Vice Commander

Distribution:

SPAWAR List 2

SNDL Part II

FKQ (SPAWARSYSCEN)

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SAMPLE REQUEST MEMORANDUM

MEMORANDUM

From:

To: SPAWAR Plaque Awards Board

Via: (1) PMW or other code, as appropriate
(2) PD or Staff Code, as appropriate
(3) SPAWAR 07-4

Subj: SPAWARSCOM PLAQUE REQUEST

1. _____(Name) (Note 1), is hereby nominated for the award of a SPAWARSCOM plaque.

2. Justification: (NOTE 2)

From: SPAWAR Awards Board (_____) _____
Initials

To:

1. Your request is approved/disapproved.

2. SPAWAR 07-4 will make a SPAWARSCOM plaque available to the requesting Directorate/Staff Code for appropriate award presentation.

Notes:

- (1) Enter the full name of the intended recipient.
- (2) Provide full justification for consideration to include time of the achievement (from/to), and impact on SPAWARSYSCOM.

Encl (1)